



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON
307 CHAMBERLAIN AVENUE
FORT GORDON, GEORGIA 30905-5000

IMGO-ZA

DEC 16 2013

MEMORANDUM FOR All Garrison Personnel

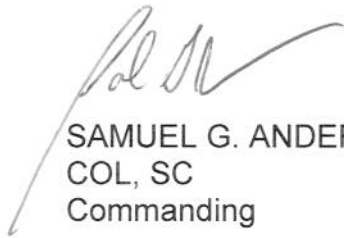
SUBJECT: Garrison Commander's Policy Memorandum No. 10 - Costs for Processing Formal Equal Employment Opportunity (EEO) Complaints

1. Informal EEO complaints are processed at the installation level. At the formal stage, an investigation is conducted by the Department of Defense (DoD), Civilian Personnel Management Services (CPMS), Investigations and Resolutions Division (IRD), IAW AR 690-600. Official transcripts are required as part of the investigation conducted by IRD, as well as for hearings conducted by the Equal Employment Opportunity Commission.
2. Previously, the costs for transcription services were absorbed by the Garrison as part of the operating expenses of the EEO Office. Under current IMCOM guidance, the EEO Office can no longer provide funding for a cost above the Common Levels of Support services.
3. Budget cuts in FY13 resulted in reduced funding levels, whereby the cost of unfunded services will be billed directly to the organizations.
4. Each organization will be notified when a complaint reaches the formal stage of investigation. Administrative procedures will be sent to each directorate, providing instructions for direct payment to the court reporter service. Court reporter fees are billed through a single credit card purchase request submitted by the organization. It is recommended that the cost for transcription services be included in budget projections as part of your organization's annual operating expense should an employee file a complaint that requires formal processing. Actual costs cannot be billed until after the Investigation/Fact Finding Conference is completed and a transcript is received by the EEO Office. The average cost in FY13 for court reporting transcriptions ranged from approximately \$300.00 to \$2500.00 per complaint. Although these are aggregate numbers, the actual cost depends on the size of the transcript and number of days involved in the investigation.

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5. The proponent for this action is the Equal Employment Opportunity Office, (706) 791-4551.

A handwritten signature in black ink, appearing to read 'S. G. Anderson', is written over the printed name.

SAMUEL G. ANDERSON
COL, SC
Commanding

This memorandum rescinds the Garrison's Policy Memorandum No. 10 – Costs for Processing Formal Equal Employment Opportunity (EEO) Complaints, dated 12 November 2013.